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Linda McCulloch
Superintendent

Date: May 24, 2006

To: School Food Authority Administrators
School Food Service Managers
County Sanitarians
Tribal and Indian Health Service Sanitarians
County Extension Agents

From: Christine Emerson, Director, OPI-School Nutrition Programs
Lynn Paul-MSU Extension Food & Nutrition Specialist
Jan Stetzer-Montana DPHHS, Consumer Safety Division
Montana HACCP Team

Re: Update on School Hazard Analysis of Critical Control Points (HACCP) Training for Montana Schools

USDA HACCP Mandate and Collaborative Training Team

As part of the Child Nutrition and WIC Reauthorization Act of 2004, school food service programs receiving federal reimbursement for school meals programs are required to implement a Hazard Analysis of Critical Control Points (HACCP) food safety system by July 1, 2006. A school food safety plan should be implemented by the end of the 2005/2006 school year.

A collaborative training team has been working closely to provide training to Montana schools. The Montana HACCP School Partnership Team includes the Montana OPI-School Nutrition Programs; MSU Extension Services; DPHHS; the Montana Department of Livestock; state and county sanitarians; tribal and Indian health service sanitarians; and the Montana HACCP Team.

The U.S. Department of Agriculture (USDA), the National Food Service Management Institute and the OPI School Nutrition Programs have developed a variety of resources and useful materials for schools to use in the development of their school HACCP plans. *Developing a School Food Safety Program Based on the Process Approach to HACCP Principals*, published June 2005 from USDA, is a simplified, streamlined version of HACCP applicable to schools and is used as the basis for the school HACCP training.

It is important to understand that HACCP is a process and that many schools already have components of this process in place, such as attending a ServSafe Food Program Manager Certification training or a specific school HACCP training and standardizing all recipes. Please see the form entitled "Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP Information for Montana Schools" for the recommended process for developing a school food safety plan.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

Summary of School HACCP Training for Montana Schools

- As of April 2006, 220 school nutrition program employees from schools across Montana have attended a School HACCP training offered within the last year. These employees represent 164 School Food Authorities and 60% of the total number of School Food Authorities throughout Montana.
- The training team has trained 34 staff members from MSU Extension, County Sanitarians and OPI –School Nutrition Programs to be school HACCP trainers.
- A prerequisite for the school HACCP training is that the school food service manager must have attended an 8-hour ServSafe Food Program Manager Certification training within the last 5 years. The OPI provides a list of the 8-hour ServSafe classes (and 4-hour) occurring around the state; see the ServSafe class schedule for May-December 2006 classes. OPI would like to thank MSU Extension Service, County and State Sanitarians, Sysco and Food Services of America for helping to train school food service staff on ServSafe (both 4-hour and 8-hour classes) around the state.

Summary of School HACCP Technical Assistance and Resources Available to Schools

- Technical assistance is provided through one-on-one consults via the telephone, e-mail or site visits.
- A “template” of a *School Nutrition Program Food Safety Plan Based on the Process Approach of HACCP Principles* has been developed and is distributed to food service staff at training sessions.
- OPI-School Nutrition Programs staff are obtaining sample “model” school HACCP plans from Montana schools to share with other school programs. For instance, Nancy Ulrich, food service manager from Richey School, has graciously agreed to share her plan.

Future Plans for School HACCP Training

- The next school HACCP training will be held in Billings on June 27, 2006, during the 2006 Montana School Nutrition Association Conference. Please contact Becky Green, with the Montana School Nutrition Association, at (406) 654-1034 or by e-mail at becgreenmt@yahoo.com.
- OPI School Nutrition Programs is developing a school HACCP Web page on their Web site, <http://www.opi.mt.gov/schoolfood/index.html>, to be available summer 2006.
- OPI, School Nutrition Programs is developing a school HACCP plan for small schools to meet their food service needs or modified program needs.
- Additional school HACCP training sessions will be held in summer or early fall 2006-07.

For more information about the new HACCP requirements, contact School Nutrition Programs at (406) 444-2501 or the Team Nutrition Program at (406) 994-5641.

References available at www.opi.mt.gov/schoolfood/index.html:

1. Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP Information for Montana Schools
2. Current List of Available ServSafe Courses